

## **STATEMENT OF WORK**

### **TITLE, SERIES, GRADE**

Senior Advisor to the Regional Administrator, Reg. 9, AD-0301-00/00

### **ORGANIZATION**

U.S. Environmental Protection Agency  
Washington, DC

### **TITLE AND GRADE OF SUPERVISOR**

Regional Administrator, ES

### **STATEMENT OF RESPONSIBILITIES**

SEE ATTACHED

## **SENIOR ADVISOR TO THE REGIONAL ADMINISTRATOR**

### **Position Overview**

This position is located in the Office of the Regional Administrator. The proposed incumbent will serve in an advisory capacity to the Regional Administrator (RA) on all matters affecting the Region. This involves the performance of a wide variety of duties, consisting of channeling information and considering matters in front of the RA. Tact, discretion, a broad knowledge of EPA's mission (and environmental protection activities in general), as well as experience and resourcefulness are essential in advising the RA on the variety of complex issues that arise daily in the Region. A background in environmental law, science, and policy is required, but the proposed incumbent will not be acting as legal counsel to the Region or the RA.

### **Major Duties and Responsibilities**

1. Serves as principal personal advisor to the RA. Reads a large quantity of material, summarizes pertinent conclusions, and presents to the RA any particularly vital points highlighted as important by the regional staff, state agencies, or tribal nations. Advises the RA as to significant observations and presents background information, personal opinions, and advice concerning the environment. Provides information to the RA through personal briefings.
2. Regularly participates in all regional matters; joins in telephone and in-person meetings with high ranking officials of the White House, the EPA, and Members of Congress; engages and interacts with scientific and research groups and associations; communicates with foreign governments and other international entities and associations; directly interacts with the states and tribes of the Region, as well as local community leadership; coordinates with other regions and other federal agencies; and collaborates with industrial, commercial, civic, environmental, and citizen-advocacy public interest organizations.
3. Maintains a continuous awareness of the substantive environmental issues relating to regional programs. Provides advice and counsel on policy development, planning, coordination, and legislative matters concerning the implementation of the Agency's mission and Regional administrative priorities, projects, and local partnerships. With the input of regional staff and agency experts, recommends innovative approaches to issues, and identifies opportunities for environmental protection throughout the region.
4. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, industry, and citizens in striving to promote plans and programs of personal concern to the RA and of significance to the Region's environmental protection effort.
5. Advises and assists the RA on special projects and initiatives.
6. Generates interest, elicits support, works out agreements at all levels, and advises the RA on courses of action which can be taken to best achieve environmental protection.